





City of Loma Linda Official Report

Floyd Petersen, Mayor
Stan Brauer, Mayor pro tempore
Robert Christman, Councilmember
Robert Ziprick, Councilmember
Charles Umeda, Councilmember

COUNCIL AGENDA: October 25, 2005
TO: City Council
VIA: Dennis R. Halloway, City Manager 
FROM: Barbara Nicholson, Personnel Assistant 
SUBJECT: Job Description – Senior Center Manager

RECOMMENDATION

Approve job description for the Senior Center Manager.

BACKGROUND

A part-time Senior Center Manager position was approved as part of the 2005-2006 budget process. Attached is the job description for approval put together after surveying surrounding agencies with similar positions. While the job description does not indicate the position is part-time, at the time of recruitment the flyer will indicate that the current vacancy is part time.

The City of Loma Linda Personnel Rules and Regulations require additions to the Position Classification Plan be approved by City Council, therefore, this description is submitted for City Council approval.

FINANCIAL IMPACT

Funds were allocated as part of the 2005-2006 budget process.

Date:

CITY OF LOMA LINDA
SENIOR CENTER MANAGER

DEFINITION

Under general direction of the Community Development Director develops, coordinates, organizes and implements social, educational and recreational activities for the Loma Linda Senior Center; performs such other related duties as may be assigned.

CLASS CHARACTERISTICS

Incumbent performs a variety of duties associated with supervising/coordinating/managing the Senior Center facility for the Community Development Department.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Plan, organize, supervise and participate in recreational and social service programs for senior citizens.
2. Organize, schedule and coordinate use of the Senior Center by social service agencies, groups and individuals providing a variety of services to senior citizens, and maintain calendar.
3. Confer with community and neighborhood groups to inform them on services provided, receive input on new ideas and evaluate programs.
4. Select, train, motivate and schedule volunteer staff.
5. Develop promotional materials such as flyers, news releases, public service announcements, poster and signs to publicize activities and services.
6. Conduct presentation and educate the community on senior citizen needs and programs.
7. Interface with the Community Development and other City departments, other governmental agencies, outside vendors and others as necessary to assist in the management of the various aspects of the Senior Center.
8. Coordinate the requisition of supplies and materials through the Community Development Department, inventory, and maintain control of their use.
9. Keep informed on current trends within the profession by attending training, meetings or workshops provided by professional organizations.
10. Maintain valid first aid and CPR certifications.
11. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor expenditures; recommend adjustments as necessary.
12. Research and prepare applications for grant funding; write grant applications, monitor expenditures to ensure compliance with grant funding requirements.
13. Perform other duties as assigned.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the required qualifications is possession of a Bachelor's Degree from an accredited college or university with major coursework in public administration, psychology, sociology or related field and two years of related experience.

Knowledge, Skills, and Abilities

Knowledge of current principles, practices and techniques of administration, programming and social service programs; psychological, physical, social, and recreational resources available for senior citizens; managerial/supervisory principles; applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directive; contract compliance and grant guidelines; modern office equipment including computer and applicable software; first aide methods and safety practices.

Ability to understand, interpret and apply relevant statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures; assess and prioritize multiple tasks, projects and/or demands; assess, analyze, identify and implement solutions to complex problems; provide leadership and supervise personnel and participants; train volunteers; work a flexible work schedule; prepare and maintain accurate records; communicate effectively; understand and follow verbal and written directions; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a valid Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification in standard first aide and CPR.

Incumbents must pass a medical examination at time of appointment.

WORKING CONDITIONS

Office environment with necessary walking, standing and sitting; exposure to computer screens.